



DEPARTMENT OF THE TREASURY
FINANCIAL CRIMES ENFORCEMENT NETWORK

VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/02- 037KRH

OPENING DATE : 11/18/02

CLOSING DATE : 12/09/02

POSITION : Intelligence Research Specialist

SERIES AND GRADE : GS-132-14

NUMBER OF VACANCIES : One

SALARY RANGE : \$78,265.00 - \$101,742.00 per annum

ORGANIZATION : Department of the Treasury
Financial Crimes Enforcement Network (FinCEN)
Office of Intelligence

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL BE ACCEPTED FROM : Present and former Federal employees with competitive status within the Washington DC commuting area.

SUMMARY OF DUTIES: This position is located in the Office of Intelligence in the Financial Crimes Enforcement Network (FinCEN). The employee serves as a senior intelligence research specialist and advisor on highly complex intelligence research practices, procedures and programs. Provides oversight of the collection, evaluation and dissemination of source information related to financial crimes. Serves as technical expert involved in analytical efforts related to financial law enforcement and/or intelligence programs. Participates in executive meetings and conferences requiring an extensive knowledge of intelligence activities, policies and operational responsibilities. Conducts operation liaison activities with the client community to develop intelligence for FinCEN program operations, which enhances the exchange of intelligence information between FinCEN and other law enforcement organizations and institutions. Develops new concepts, guides and methodologies in solving unprecedented problems. Represents FinCEN in national and international forums. Decisions, estimates, and recommendations, often made under conditions of urgency and pressure, are based upon the incumbent's expert knowledge of current and past intelligence situations and an understanding of the significance of conditions and trends that may impact law enforcement activities. Prepares highly technical and analytical intelligence reports/briefings and synopses that identify problems, assesses overall project efforts, and outlines recommendations for management of FinCEN programs. Assures that information and equipment contained in FinCEN's Special Compartmented Information Facility (SCIF) is stored, maintained, and accessed under controlled circumstances, consistent with security requirements. Assesses budget, space, alarms, equipment, and other support requirements as needed.

SUMMARY OF QUALIFICATION REQUIREMENTS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

TIME-IN-GRADE REQUIREMENT: Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:

1. Expertise in conducting research and analysis to develop tactical, operational and strategic information to support efforts, including counterterrorism/counternarcotics objectives, of U.S. law enforcement and intelligence agencies, in combating money-laundering and other financial crimes. (Applicants must specify their experience in conducting research of databases, literature, and other sources to obtain information about money laundering and other financial crimes and to assist in counterterrorism/counternarcotics efforts.)

2. Knowledge of the missions, objectives, and strategic concerns of U.S. law enforcement and intelligence agencies concerning financial crime and the information needed to facilitate those activities. (Applicants must address the extent of their knowledge of and involvement with law enforcement and intelligence activities.)

3. Interpersonal skill to represent FinCEN with representatives of law enforcement and intelligence agencies concerning financial crime activities. (Applicants must address their experience and relationship in dealing with officials of the law enforcement and intelligence agencies.)

4. Ability to develop formal reports, analyses, correspondence and summaries on complex research and analytical issues, for both internal and external dissemination, involving both narrative and statistical data. (Applicants must describe their experience in preparing such materials, including the purpose and the audience.)

5. Ability to participate in leadership activities, including activities such as: providing guidance and assistance to less senior staff members and reviewing their work products; participating in office planning and strategizing activities; developing project proposals, developing operational guidelines, and leading or serving as a key member on inter-organizational team efforts. (Applicants must describe their experience in these types of activities.)

6. Knowledge of the security requirements and processes required to maintain a Special Compartmented Information Facility (SCIF). (Applicants must address their experience relevant to management of a SCIF and the level and currency of their security clearance.)

Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.

CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:

Background Investigation: This position is a sensitive position and the tentative selectee must be able to obtain and maintain a TS/SCI status as a condition of placement/retention in the position.

Drug Screening: The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

Tax Record Check. Selectee is subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as an annual income tax filing record check.

Other Information:

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates must be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.

No Relocation Expenses will be paid.

The Financial Crimes Enforcement Network (FinCEN) employees must include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.

All other applicants must submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, and address the evaluation criteria on plain bond paper to receive full consideration, and a copy of their most recent SF-50, Notification of Personnel Action.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log on www.usajobs.opm.gov/OF612.htm.

SUBMIT APPLICATION MATERIALS TO:

Application materials must be mailed to:

**Financial Crimes Enforcement Network
Human Resources
Vacancy Announcement: FINCN/02-037KRH
P.O. Box 39
Vienna, VA 22183-0039**

For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.

For additional information, please call Penny Jackson: (703) 905-3540. TDD (703) 905-3839.

NOTES: All application materials must be sent to the mailing address shown. All materials and the envelope must include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents cannot be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will

become part of the vacancy announcement case file and will not be returned to the applicant.
Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.